

**A G R E E M E N T**

**Between**

**THE COUNTY OF MERCER**

**and**

**TEAMSTERS LOCAL NUMBER 102  
(PUBLIC SAFETY PROFESSIONAL UNIT)**

**Effective: January 1, 1996  
Expiration: December 31, 1998**

## CONTENTS

### Preamble

1. Recognition
2. Management Rights
3. Union Security
4. Work Schedules
5. Overtime
6. Pay Scales - Rates of Pay
7. Call-in Time
8. Insurance and Retirement Benefits
9. Paid Leaves of Absence
  - 9.1 Bereavement Days
  - 9.2 Union Business Days
  - 9.3 Occupational Injury Leave
  - 9.4 Sick Leave
  - 9.5 Personal Leave
  - 9.6 Jury Duty
  - 9.7 Sick Leave Buy Back
10. Absence Without Leave
11. Non-Paid Leaves of Absence
12. Child Care/Maternity Leave
13. Seniority
14. Holidays
15. PAR
16. Grievance Procedure
17. Discipline/Discharge
18. Safety and Health
19. Equal Treatment
20. Work Rules
21. Annual Vacation Leave
22. Longevity
23. Vacancies and Committees
24. Classifications and Job Descriptions
25. Strikes and Lockouts
26. Outside Employment
27. Waiver
28. Oral Modification
29. General Provisions
30. Separability and Savings
31. Termination

### Appendixes

## PREAMBLE

WHEREAS, the County has voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with its employees, insofar as such practices and procedures are appropriate to the functions and obligations of the County to retain the right to effectively operate in a responsible and efficient manner and are consonant with the paramount interest of the County and the citizens of Mercer County; and

WHEREAS, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the County by the statutes of the State of New Jersey; and

WHEREAS, it is the intention of this Agreement to provide, where not otherwise mandated by statute or ordinance, for the salary structure, fringe benefits, and employment conditions of employees covered by this Agreement, to prevent interruptions of work and interference with the efficient operations of the County and to provide an orderly and prompt method for handling and processing grievances;

WHEREAS, this agreement, dated \_\_\_\_\_, between the County of Mercer, hereinafter referred to as the "Employer", and Teamster Local # 102, hereinafter referred to as the "Union"; and

WHEREAS, the Employer and the Union entered into an Agreement on \_\_\_\_\_, which Agreement was approved by the parties;

NOW, THEREFORE, the parties agree with each other as follows:

### 1. RECOGNITION

1.1 The Employer recognizes the Union as the sole and/or exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its employees in the classifications listed under Appendix A hereto, and by reference made a part of this Agreement, and for such additional classification as the parties may later agree to include.

### 2. MANAGEMENT RIGHTS

2.1 The Employer retains and may exercise all rights, powers, duties, authority, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey. Except as specifically abridged, limited, or modified by the terms of this Agreement between the Employer and the Union, all such rights, powers, authority, prerogatives of management and responsibility to promulgate and enforce reasonable and necessary rules and regulations governing the conduct and the activities of the employees are exclusively retained by the Employer.

### 3. UNION SECURITY

3.1 Upon receipt of a lawfully executed written authorization from an employee, the Employer agrees to deduct the regular monthly union dues of such an employee from his pay and remit such deduction by the tenth day of the succeeding month to the official designated by the Union in writing to receive such deductions. Such deductions shall be made in compliance with "Title 52 of the Revised Statutes" as amended. The authorization shall remain in effect unless terminated by the employee who must give written notice of such cancellation (notice of Withdrawal) to the Employer and the Union. Such termination of dues deductions shall take place as of the January 1st or July 1st next succeeding the date on which written notice of withdrawal is filed by an employee with the Employer and the Union.

3.2 Dues deduction for any employee covered by the terms and conditions of this Agreement shall be limited to Teamster Local Number 102.

3.3 Any Employee in the Bargaining Unit on the effective date of this Agreement who does not join the Union within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the Unit, any employee previously employed within the Unit who does not join within ten (10) days of reentry into employment within the Unit, or any temporary employee who does not join within the date of satisfactory completion of the probationary period or the completion of a three (3) month period following the beginning of employment, whichever is sooner, shall as a condition of employment, pay a representation fee to the Union by automatic payroll deduction. The representation fee shall be in an amount equal to 85 percent of the regular Union membership dues, fees, and assessments as certified by the Union to the Employer.

The Union's entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Union remains the majority representative of the employees in the Unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer.

The determination of the appropriate representation fees, those employees covered, payroll deduction provision, challenges to fair share fee assessments, time for fair share payments, and all other questions relating to the Agency Shop Law and its proper interpretation shall be made in accordance with public Law 1979, Chapter 477, and N.J.S.A. 34:13A-5.4, et.al.

3.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders of judgments brought or issued against the Employer as a result of any action by the Employer under the provision of this Article.

#### 4. WORK SCHEDULES

4.1 The weekly work schedule shall consist of seven (7) consecutive days, Monday through Sunday, or as scheduled at the three County facilities (Correction Center, Detention Center, Youth Detention Center) covered by this agreement.

4.2 The weekly work schedule and the starting time of work shifts shall be determined by the employer after consultation with the Union and shall be changed by giving the employees and Union a minimum of two (2) weeks advance notice. In emergency situations, the work schedules and starting time of work shifts may be changed at the discretion of the employer.

#### 5. OVERTIME

5.1 Time and one-half the employee's regular hourly rate of pay shall be paid for all authorized overtime work performed by full time employees under any of the following conditions, but compensation shall not be paid twice for the same hours.

- a. All work performed in excess of 35 hours weekly (40 hours for employees at the Youth Detention Center) as provided in Paragraph 5.3 below.
- b. All work performed on a holiday plus the regular day's pay (except with respect to the floating holiday provisions at the Youth Detention Center as provided for in Section 14).
- c. All work performed on a Saturday for those employees not scheduled to work and beyond the 35 hour or 40 hour workweek.

- d. If exceptional circumstances exist, programming staff employees at the Youth Detention Center shall be paid time and one-half if called in to come in outside their regularly scheduled shift. Any work performed between 35 and 40 hours shall be paid in either compensatory time or cash.

5.2 Double time the employee's regular hourly rate of pay shall be paid for all authorized overtime work performed under the following conditions:

- a. All consecutive hours of work performed in excess of sixteen (16) consecutive hours.
- b. All work performed on a Sunday for those employees not scheduled to work and beyond the 35 hour or 40 hour workweek.

5.3 Authorized overtime work performed beyond the normal work schedule shall be calculated and paid in the following manner:

- a. From the termination of the normal work schedule through the first fifteen (15) minutes of authorized overtime, no compensation.
- b. From the sixteenth minute through the thirtieth minute of authorized overtime, a one-half hour overtime payment.
- c. From the thirty-first minute and thereafter of all authorized overtime, payment for all overtime worked, commencing with the termination of the normal work schedule through the termination of authorized overtime assignment.

5.4 Authorized sick days, vacation days, personal days, or any other authorized leave of absence with pay are considered work days for the computation of overtime payments in paragraphs 5.1 and 5.2 above.

5.5 Part-time employees are exempted from the overtime provisions of 5.1 and 5.2 above. They shall be compensated for all hours worked in accordance with the following schedule:

Compensation shall be paid at the employee's straight-time hourly rate of pay for the first 35 (40 hours for Youth Detention Center employees) hours worked weekly, excluding meal periods. Overtime compensation at the rate of time and one-half an employee's straight time hourly rate of pay shall be paid for work performed in excess of 35 (40 hours for Youth Detention Center employees) hours weekly, excluding meals.

5.6 The Employer agrees to provide a meal allowance for employees working overtime through a regularly scheduled meal period with the stipulation that the employee has worked two (2) hours overtime or is called in on an emergency basis before his normal starting time and works through his regular meal period. Employees so entitled, based on the above criteria, will be paid a meal allowance at the rate of \$5.50, \$7.50, and \$14.00 for breakfast, lunch, and dinner, respectively.

Employees working authorized, regularly scheduled over-time on Saturday, Sunday, or holidays will not be entitled to a meal allowance.

5.7 All employees covered by the provisions of this Article shall be entitled to elect to be paid for authorized overtime hours worked in accordance with the paragraphs 5.1, 5.2, and 5.3 above or to be given compensatory time off on an hour-for-hour basis. Should the situation arise where an employee is required to take compensatory time off in lieu of payment for overtime hours worked, said

employee shall be granted compensatory time off at the rate of one-and-one-half hours for each overtime hour worked.

5.8 Overtime opportunities will be distributed as equally as possible among employees in the same job classification. It is understood that nothing in the clause shall require payment for overtime hours not worked.

5.9 The County and the Union agree to allow for the creation of a stand-by youth worker pool to reduce overtime costs at the Youth Detention Center. Members of the stand-by pool will be used to fill in during specific absences of current employees. The number of employees in the stand-by pool may not exceed four (4) members.

6. PAY SCALES - RATES OF PAY

6.1 The rates of pay for all employees covered by this Agreement for calendar years 1996, 1997 and 1998 shall be as set forth in the Compensation Schedules attached.

6.2 During the term of this Agreement, the compensation schedule will not be changed unless by mutual consent of the Employer and the Union.

6.3 The salary package for calendar years 1996, 1997 and 1998 shall be as follows:

- a. Effective October 1, 1996, for all employees (except those at the Youth Detention Center) at the maximum step in their range shall receive a two and three-quarter (2.75%) salary increase. Effective October 1, 1996 those employees not at the maximum (except those at the Youth Detention Center) shall receive a two and one-half (2.5%) salary increase.
- b. Effective October 1, 1996, employees working in titles at the Youth Detention Center who are in grade on July 1, 1995 shall receive one (1) increment on the step guide within the 1995 salary range for their respective title. (Already paid on payroll #21, 1996.)
- c. Effective November 1, 1996, all employees (except those at the Youth Detention Center) in grade as of January 1, 1996 shall receive one (1) increment on the step guide within the salary range for their respective title.
- d. Effective January 1, 1997, all employees at their maximum step shall receive a two (2%) percent salary increase. Effective January 1, 1997, all employees not at the maximum step in their range shall receive a three (3%) percent salary increase.
- e. Effective October 1, 1997, all employees at the maximum step in their range shall receive a two (2%) percent salary increase. Effective October 1, 1997, all employees in grade on January 1, 1997 shall receive one (1) increment on the step guide within the salary range for their title.
- f. Effective January 1, 1998, all employees at their maximum step shall receive a two (2%) percent salary increase. Effective January 1, 1998, all employees not at the maximum step in their range shall receive a three (3%) percent salary increase.

- g. Effective October 1, 1998, all employees at the maximum step in their range shall receive a two (2%) percent salary increase. Effective October 1, 1998, all employees in grade on January 1, 1998 shall receive one (1) increment on the step guide within the salary range for their title.
- h. For employees at the Youth Detention Center only should overtime costs not exceed \$80,000 in 1997 or \$85,000 in 1998 in the County's budgeted operating expenses, each employee will receive an incentive bonus equal to two (2) percent of his or her 1997 or 1998 salary payable in January, 1998 and January, 1999. This incentive bonus shall be paid as a lump sum, one-time payment not built into the employee's base salary. Should annual overtime costs exceed the amount cited above, employees will not receive this incentive bonus. Overtime costs which are not within the control of unit employees shall not be totalled toward the figures cited above. Overtime costs which are within the control of unit employees, for example - overtime costs associated with sick leave overutilization, shall be totalled toward this figure.
- i. There shall be a \$50 shoe allowance for employees at the Youth Detention Center payable in December 1997 and in December 1998.
- j. Effective January 1, 1997 for employees at the Youth Detention Center, there shall be an initial issue of two (2) sweatshirts and two (2) polo shirts for new employees and an annual replacement issue of one (1) sweatshirt and one (1) polo shirt.
- k. There shall be a \$125 maintenance allowance in 1997 for employees at the Youth Detention Center for the upkeep of County issued clothes payable in February, 1997. This amount shall increase to \$150 for 1998 payable in January 1998.
- l. Should the County adopt a vision care program during the lifetime of this agreement, it will be made available to eligible unit members.

6.5 Those employees in the unit who received a promotion to a higher classification shall have their salary adjusted within the new range which will reflect a one-step increase in the old range and adjustment at the appropriate step in the new range.

6.6 An employee who performs work in a higher pay classification other than his own shall have his salary adjusted to the step in the range of the higher pay classification which reflects a one-step increase in the old range and adjustment at the appropriate step in the new range, provided however, such assignment is authorized by the County Administrator.

## 7. CALL-IN TIME

7.1 Any employee who is requested and returns to work during periods other than his regularly scheduled shift shall be paid time-and-one-half for such work and is guaranteed not less than four (4) hours pay at the overtime rate, provided, however, if the employee elects to leave upon completion of the work assignment and such assignment required two (2) hours or less, said employee will be paid a minimum of two (2) hours at the overtime rate.

If the assignment exceeds two (2) hours, the employee shall be entitled to the hour for hour pay for number of hours worked in excess of two (2) hours at the overtime rate.

7.2 In the event that an employee's call-in time work assignment and his/her regular shift overlap, said employee shall be paid in the following manner.

a. If the employee's call-in time work assignment commences more than two (2) hours prior to the start of his/her normal shift, said employee shall be paid time and one-half for all hours worked prior to the start of his normal shift. Effective as of the starting time of his/her normal shift, said employee shall then be paid at his/her normal straight time rate of pay.

b. If the employee's call-in time work assignment commences less than two (2) hours prior to the start of his/her normal shift, said employee shall be paid at the rate of straight time and for the balance of this employee's regular shift, he/she shall be paid at their normal straight time rate of pay.

## 8. INSURANCE AND RETIREMENT BENEFITS

8.1 The Employer agrees to provide eligible employees and their eligible dependents with Hospitalization, Medical and Major Medical Insurance through the New Jersey State Health Benefits Program or to provide equivalent or better health benefits coverage through a self-insurance program or independent insurance carrier. The premium costs for said programs may be paid by the Employer except that in the election of the Health Maintenance Organization Medigroup Program, an eligible employee shall continue to be required to pay, through payroll deductions, the difference in cost, if any, between standard Hospital/Medical coverage and HMO coverage.

8.2 In addition to those benefits listed in 8.1 above, employees with other than single coverage, covered by this contract agree to pay a \$15.00 deductible biweekly, to the employer, to be withdrawn from their paycheck biweekly, to pay for the benefits offered by the County effective October 1, 1996 (with the exception of employees at the Youth Detention Center). Effective January 1, 1997 all employees with single coverage shall pay \$15 biweekly and all employees with other than single coverage shall pay \$20 biweekly. There shall be no increase of this deductible in 1998.

8.3 The Employer agrees to provide Hospital/Medical insurance to eligible retired employees in accordance with the provisions of Chapter 88, Public Law of 1974. Said insurance will continue under any self-insurance program or independent carrier the Employer may choose.

8.4 The Employer agrees to provide retirement benefits to eligible employees in accordance with the provisions of the New Jersey Public Employees' Retirement System.

8.5 The County agrees to provide a co-payment Prescription Drug Program to eligible employees and their eligible dependents. Further, for the purpose of this Program, eligible newly hired employees shall be defined as all full-time permanent employees only. The County agrees to provide a co-payment Prescription Drug Program of \$6.00 for brand-name drugs and \$2.00 for generic drugs effective January 1, 1997.

8.6 The Employer agrees to provide for the payment of accumulated unused sick leave at the time of retirement of an eligible County employee at the rate of fifty percent (50%) of his/her accumulated unused sick time to a maximum of eighteen thousand dollars (\$18,000).

8.7 The Employer agrees to provide a Dental Insurance Program to eligible employees and their dependents; the premium costs for said program to be paid by the Employer. Eligible employees, for the purpose of this Program, shall be defined as all full-time permanent employees only.

## 9. PAID LEAVES OF ABSENCE

9.1 Bereavement Days. In the event of the death of a member of the immediate family of any employee covered by this Agreement, the immediate family being mother, father, sister, brother,



spouse, child, mother-in-law, father-in-law, grandmother, grandfather or any other relative of the employee, said employee shall be excused for a period beginning with the day of death or the day after the date of death to one (1) day after the funeral, but in no instance for more than five (5) consecutive days. The employee will be paid his regular hourly rate for any such days of excused absence which occur during his normal work week but in no event more than seven (7) hours pay for any one day. The Employer shall have the right to request proof of death and/or living arrangements whenever said proof shall appear reasonable.

9.2 Union Business Days. An employee who is duly authorized in writing to be a representative of the Union shall be granted a leave of absence with pay for the time necessary to conduct Union business or attend conventions. The Union shall be authorized an aggregate of no more than twenty (20) days in any calendar year for the above purpose, provided a request for such days is made in writing and authorization granted by the County Administrator. The Union President or his designee shall be allowed such time off as is necessary to conduct intra-county Union business, provided that prior approval is requested and authorization granted by the Employer; such authorization shall not be unreasonably denied.

9.3 Occupational Injury Leave. Any employee who is disabled because of occupational injury or illness shall be covered by the County's adaptation of the New Jersey Workers' Compensation Law from the day after the date of injury or illness and shall be eligible for a leave of absence for the entire period of disability. This adaptation shall be 70% of the employee's wage, with no maximum amount per week.

Employees on an authorized leave of absence shall be paid temporary workers' compensation benefits for the period of their disability commencing the day after the date of injury or illness. Said employees shall also receive sick and vacation leave credits during the period of their disability. Personal leave and clothing allowance credits shall not accrue during this period of disability. All other entitlements under this Article shall be as prescribed by the New Jersey Workers' Compensation Law.

Employees returning from authorized leave of absence as set forth above shall be restored to their original job classification and shift, at the then appropriate rate of pay, with no loss of seniority or other employee rights and privileges.

9.4 Sick Leave. All full-time permanent, full-time temporary, or full-time provisional employees shall be entitled to sick leave with pay.

a. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, maternity, accident, or exposure to contagious disease. Sick leave may also be utilized for short periods for the attendance by the employee upon a member of the immediate family who is seriously ill. Sick leave may be taken in one-half day units.

b. The minimum sick leave with pay shall accrue to any full-time permanent employee on the basis of one working day per month during the remainder of the first calendar year of employment after initial appointment and fifteen (15) working days in every calendar year thereafter, said fifteen (15) days to be credited effective January 1 of each succeeding year.

c. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

d. An employee shall not be reimbursed for accrued sick leave at the time of termination of his employment excepting as provided under Article entitled, "Insurance and Retirement Benefits."

e. If an employee is absent for reasons that entitle him to sick leave, the employee's supervisor shall be notified promptly as of the employee's usual reporting time, except in those situations where notice must be made prior to the employee's starting time in compliance with specific department regulations.

- (1) Failure to so notify his supervisor shall be cause of denial of the use of sick leave for that absence.
- (2) Absence without proper notice for five (5) consecutive days shall constitute a resignation not in good standing.

- f.
- (1) The Employer may require proof of illness of an employee on sick leave, whenever such requirements appear reasonable. Abuse of sick leave shall be cause for disciplinary action.
  - (2) In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.
  - (3) The Employer may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined by the County Medical Examiner or by a physician designated by the Medical Examiner. Such examination shall establish whether the employee is capable of performing his normal duties without limitations and that his return will not jeopardize the health of the other employees.

g. Part-time temporary, part-time provisional, seasonal, or hourly paid employees shall not be entitled to sick leave.

h. Sick leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on any leave without pay except active military leave.

9.5 Personal Leave. All permanent employees covered by the provisions of this Agreement shall be entitled to three (3) days per year leave of absence with pay for personal business which may be taken on one-half day units. Said leave shall not be taken unless 48 hours notice thereof has been given to the employee's supervisor. In the event that 48 hours notice cannot be given, said leave may be taken only upon authorization of said supervisor. The Employer reserves the right to deny requests for personal days as conditions warrant, but authorization shall not be unreasonably withheld. Personal days shall not be taken in conjunction with vacation leave.

9.6 Jury Duty. All employees covered by the terms of this Agreement shall be granted a leave of absence with pay when required to serve on jury duty. Employees granted this leave of absence shall be required to return or reimburse the Employer for any jury fees or compensation received by them for serving on jury duty.

In the event that an employee serving on jury duty is given advance notice that he is not to report for jury duty on any specific day or should an employee serving on jury duty be released from jury duty prior to 12:00 noon on any specific day, said employee shall be required to report to

work at his normal starting time, if not required to report or shall be required to report to work for the remainder of his shift if released from jury duty prior to 12:00 noon.

In the event that an employee serving on jury duty is released after 12:00 noon, said employee shall not be required to report to work for the remainder of his shift.

9.7 Sick Leave Buy Back - Full-time employees having accumulated ten (10) or more of their fifteen (15) sick days for that year, will have the option to be paid five (5) days wages in lieu of carrying over five (5) of their sick days. This program shall be offered in 1994 and 1995. The County reserves the decision to offer this program in 1996.

Any employee wishing to exercise the sick leave pay option must exercise this option by December 1 of the year in which the requirements have been met. An employee shall make this request in writing directly to the Chief, Division of Employee Relations. Any decision to exercise this option subsequent to December 1 of the year in which the requirements have been met shall not be considered.

#### 10. ABSENCE WITHOUT LEAVE

10.1 Any unauthorized absence of an employee from duty shall be an absence without leave and is cause for disciplinary action.

10.2 Leave granted for a particular reason and used for a purpose other than that for which such leave has been granted, shall be unauthorized absence and may be cause for disciplinary action.

#### 11. NON-PAID LEAVES OF ABSENCE

11.1 All leaves of absence without pay shall be at the discretion of the Employer.

#### 12. CHILD CARE/MATERNITY LEAVE

12.1 A permanent female employee covered by the terms of this Agreement shall be entitled to a leave of absence without pay for maternity purpose. Said leave shall be granted for a three month period upon written certification of the employee's physician that she is unable to work due to her pregnancy and/or childbirth and may be extended for additional three month periods. This certification is subject to approval by the County Physician. Further, all employees shall be required to be examined by the County Physician and certified by him/her as fit to return to work prior to their return to work.

12.2 Notwithstanding the provisions of Article 9.4 (Sick Leave with Pay) and Article 12.1 (Maternity Leave Without Pay), a permanent female employee covered by the terms of this Agreement shall be entitled to a leave of absence without pay for child care purposes for a period of one (1) year. Said leave shall commence effective upon the date of birth of the employee's child. Under no circumstances shall this leave of absence be extended beyond this one (1) year period.

12.3 The County and the Union agree that the provisions of the Family Leave Act, NJSA 34:11B-1, shall be abided by during the term of this contract.

#### 13. SENIORITY

13.1 Seniority is defined as an employee's continuous length of full-time service with the County beginning with his initial date of hire. Any authorized leave of absence is considered to be continuous service.

13.2 Seniority shall be given preference in layoffs, recall, promotion and demotion, vacation scheduling and work shifts. Such requests shall not be unreasonably denied.

13.3 The Employer shall maintain an accurate, up-to-date seniority roster showing each employee's date of hire, classification, and pay rate and shall furnish copies of same to the Union upon request.

13.4 The Employer shall promptly advise the appropriate Union Representative of any changes which necessitate amendments to the seniority list.

14. **HOLIDAYS**

14.1 The following days are recognized paid holidays whether or not worked:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Lincoln's Birthday	General Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

14.2 Holidays enumerated in the paragraph above which fall on a Saturday shall be celebrated on the preceding Friday; holidays which fall on a Sunday shall be celebrated on the following Monday; holidays which fall within an employee's vacation period shall not be charged as vacation days.

14.3 In order to be eligible for holiday pay, an employee must be on the active payroll of the Employer and must have worked his full regularly scheduled workday before and after the holiday, unless such absence is authorized with pay or ordered.

14.4 Part-time temporary, part-time provisional, seasonal, or hourly paid employees shall not be entitled to holiday pay.

14.5 For unit employees at the Youth Detention Center, the following holidays shall be worked at straight time and an alternate day off at straight time in lieu of holiday pay shall be granted: Lincoln's Birthday, President's Day, Columbus Day, Election Day, Veterans Day, and the Day After Thanksgiving.

15. **PERFORMANCE ASSESSMENT REVIEW**

15.1 The County will maintain a performance assessment review system for all employees covered by this contract. The system will include a formal process whereby the employee and his designated supervisor(s) mutually formulate performance and improvement goals and work standards appropriate to the job performed, which shall be a basis for measuring the employee's performance during an annual rating period.

15.2 At least every six (6) months, the employee and the supervisor(s) shall meet in connection with performance evaluation and improvement goals and work standards in order to set up criteria which shall be the basis for the annual evaluation. It shall be the responsibility of the supervisor to set up this conference at a mutually convenient time.

15.3 The employee shall evaluate his/her performance and the Supervisor shall evaluate the employee's performance, independent of each other, every twelve (12) months. The employee and supervisor shall exchange and discuss their evaluations at the mutually convenient time. The evaluations shall be based on the criteria relating to the improvement goals and work standards discussed between the employee and the supervisor at the six month conference held earlier and referenced in paragraph 16.2 above.

15.4 The performance assessment review will not be tied to any monetary clauses during the term of this contract.

15.5 A copy of all annual evaluations shall be transmitted to the County's Office of Personnel.

## 16. GRIEVANCE PROCEDURE

16.1 A grievance is defined as:

- a. A claimed breach, misinterpretation, or improper application of the terms of this Agreement; or
- b. A claimed violation, misinterpretation, or misapplication of rules and regulations, existing policy or orders, applicable to the division or department which employs the grievant affecting the terms and conditions or employment.

A claimed grievance shall be discussed between the employee and a supervisor and, if unresolved after discussion, shall be resolved in the following manner:

Step One: The Union steward or employee, or both, shall take up the grievance with the agency head within ten (10) days of its occurrence. It shall be stated in writing and signed by the grievant. No later than five (5) days after receipt of grievance, the agency head shall render a decision in writing.

Step Two: If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing to the Department Director within five (5) days from receipt of the response of the Agency Head. The Department Director shall meet with the employee and respond in writing no later than five (5) days after the meeting. Written reprimands are grievable only to Step 2 of the grievance process.

Step Three: If the grievance has not been settled to the employee's satisfaction, it shall be presented in writing to the County Administrator within ten (10) days from receipt of the response from the Department Director. The County Administrator shall give an answer in writing no later than ten (10) days after the meeting.

Step Four: If the grievance has not been settled within fifteen (15) days after receipt of the written reply of the County Administrator, the Union may request the Public Employment Relations Commission to supply the parties with a panel of arbitrators. The arbitrator shall be selected by the parties in accordance with the rules promulgated by the Public Employment Relations Commission. The decision of the arbitrator shall be final and binding on all parties; it being understood that such binding arbitration is limited exclusively to disputes involving the application, meaning, or interpretation of this Agreement.

16.2 Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

16.3 The Union will notify the Employer in writing of the names of its employees who are designated by the Union to represent employees under the grievance procedure. An employee so designated by the Union will be permitted to confer with other Union representatives, employees, and employment representatives regarding matters of employee representation, during working hours and without loss of pay provided, however, all said employees shall secure the permission of their immediate superior, which permission shall not be unreasonably withheld.

16.4 Representatives of the Union, who are not employees previously accredited to the Employer in writing by the Union, shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances, so long as such right is reasonably exercised and there is no undue interference with work progress, provided, however, they first obtain permission to do so from the employee's Department Director or his designated representative, permission for which shall not be unreasonably withheld.

## 17. DISCIPLINE/DISCHARGE

17.1 It is expressly understood that the Employer shall have the right to discipline any employee; however, the Employer agrees that it shall not discipline or discharge any employee covered by the terms of this Agreement without just cause.

17.2 Any employee who is disciplined or discharged shall have the right to appeal this disciplinary action. It is expressly understood that an employee shall only be entitled to one avenue of appeal and further, that these appeals shall be handled in accordance with the following procedure:

- a. A permanent employee against whom disciplinary action has been taken which resulted in a suspension or fine of more than five days at one time; suspension or fines more than three times or for an aggregate of more than fifteen days in one calendar year; demotion, discharge or resignation not in good standing shall be required to exercise his statutory right of appeal to the Civil Service Commission and shall be precluded from having the Union move his appeal to binding arbitration.
- b. The Union, in behalf of a permanent employee against whom disciplinary action has been taken which does not result in a penalty enumerated in paragraph 17.2(a) above, shall have the right to appeal this disciplinary action to binding arbitration in accordance with Step Four of the Grievance Procedure.
- c. The Union, on behalf of a provisional employee against whom any disciplinary action has been taken, shall have the right to appeal this disciplinary action to binding arbitration in accordance with Step Four of the Grievance Procedure.

## 18. SAFETY AND HEALTH

18.1 The Employer shall at all times maintain safe and healthful working conditions and will provide employees with wearing apparel, tools, or devices deemed necessary in order to ensure their safety and health. When such materials are issued, they shall be used. Failure to utilize said safety materials when issued shall be cause for disciplinary action.

18.2 The Employer and the Union shall each designate a safety committee member and two alternates. It shall be the joint responsibility of the members or their alternates to investigate and correct unsafe and unhealthful conditions. The members or their alternates shall meet periodically as necessary to review conditions in general and to make recommendations to either or both parties when appropriate. The safety committee member representing the Union or one of his alternates, with the approval of the Employer, shall be permitted reasonable opportunity to visit work locations throughout the Employer's facilities for the purpose of investigating safety and health conditions during working hours with no loss of pay.

18.3 Employees working on shifts of which the majority of hours fall between 3 p.m. and 11 p.m. shall receive an additional forty (.40) cents per hour in 1997 and 1998. Employee working on shifts of which the majority of hours fall between 11 p.m. and 7 a.m. shall receive an additional forty-five (.45) cents per hour in 1997 and 1998. This shift pay differential shall be in addition to their regular pay.

19. EQUAL TREATMENT

19.1 The Employer agrees that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, Union membership, or Union activities and/or any disability as defined under the Federal Americans with Disability Act (ADA) legislation.

19.2 The Employer and the Union agree not to interfere with the right of employees to become or not to become members of the Union and further that there shall be no discrimination or coercion against any employee because of Union membership or non-membership.

20. WORK RULES

20.1 The Employer may establish reasonable and necessary rules of work and conduct for employees. Such rules shall be equitably applied and enforced.

21. ANNUAL VACATION LEAVE

21.1 All full-time permanent employees shall be entitled to vacation leave based on their years of continuous service. Periods on a leave of absence without pay except military leave shall be deducted from an employee's total continuous service for purposes of determining the earned service credit for vacation leave.

21.2 Annual vacation leave with pay for all full-time permanent employees shall be earned as follows:

- a. One (1) working day of vacation for each month of service during the remainder of the calendar year following the date of appointment.
- b. After one (1) year and to completion of five (5) years, twelve (12) working days.
- c. From beginning of sixth year to completion of tenth year, fifteen (15) working days.
- d. From beginning of eleventh year to completion of fifteenth year, twenty (20) working days.

e. After completion of fifteenth year, twenty-five (25) working days.

21.3 Annual vacation leave with pay for all full-time temporary, and full-time provisional employees shall be earned at the rate of one (1) day per month.

21.4 The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding his vacation period.

21.5 An employee who is called back to work while on authorized vacation, shall be paid time and one-half and shall not lose vacation day(s).

21.6 Vacation allowance must be taken during the current calendar year unless the Employer determines that it cannot be taken because of the pressure of work. Any vacation allowance so denied may be carried over into the next succeeding year. A maximum of ten (10) vacation days, at the option of the employee, may be carried over from one calendar year into the succeeding year.

21.7 A permanent employee who returns from military service other than any active duty for training with any military reserve or National Guard unit is entitled to full vacation allowance for the calendar year of return and for the year preceding, providing the letter can be taken during the year of return.

21.8 An employee covered by this Agreement who is retiring or who has otherwise separated shall be entitled to the vacation allowance for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

Whenever an employee covered by this Agreement dies, having to his credit any annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the compensation figured on his salary rate at the time of death.

21.9 Part-time temporary, part-time provisional, seasonal, or hourly paid employees shall not be entitled to vacation leave.

21.10 Vacation leave credits shall continue to accrue while an employee is on leave with pay. Vacation credits shall not accrue while an employee is on leave without pay except military leave.

## 22. LONGEVITY

22.1 Every full-time employee, temporary, or permanent, classified or unclassified, of the County of Mercer, shall be paid longevity payments on a prorated basis with each salary check during the calendar year, and such longevity payment shall be considered in total with the salary for pension purposes.

Employees having completed five (5) years of continuous service will receive the longevity payments as indicated in 22.2 below. For each additional five (5) years of continuous service, employees will receive the appropriate longevity payment as outlined in section 22.2.



22.2 The longevity payment schedule is as follows:

5 years	\$ 300
10 years	\$ 900
15 years	\$1,350
20 years	\$1,850
25 years	\$2,300
30 years	\$2,700
35 years	\$3,100
40 years	\$3,500
45 years	\$3,900

Such additional longevity payments shall be paid notwithstanding the maximum salary provided for such employment.

23. **VACANCIES AND COMMITTEES**

23.1 Full time vacancies will be posted within the institutions for a period of seven (7) days.

23.2 Effective January 1, 1997, there shall be the creation of a labor-management committee at the Youth Detention Center to discuss areas of mutual concern. Composition of the committee shall be determined by the Chief, Division of Employee Relations with input from the Superintendent and the Union President. Agendas shall be in writing prior to every meeting of this committee.

24. **CLASSIFICATION AND JOB DESCRIPTIONS**

24.1 The classification for employees covered by the Agreement are attached hereto as Appendix A and by reference are made part of this Agreement.

24.2 If during the term of this Agreement the Employer determines that new job descriptions and/or classifications be established or that changes be made in existing job descriptions and/or classifications, the parties agree that they will consult with a view toward arriving at a mutually acceptable determination.

25. **STRIKES AND LOCKOUTS**

25.1 In addition to any other restriction under the law, the Union and its members will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down the rate of work, or in any manner cause interference with or stoppage of the Employer's work.

25.2 The Employer shall follow the grievance procedure for which provision is made herein, and the Employer shall not cause any lockout.

26. **OUTSIDE EMPLOYMENT**

26.1 Any employee covered by the Agreement shall be entitled to hold part-time employment, provided, however, that all such employment is approved in advance by the County Administrator and Chief of Staff. The decision of the Employer shall be final and shall not be the subject of an arbitration or grievance.

27.

WAIVER

27.1 The right of either party to require strict performance hereunder by the other shall not be affected by any waiver, forbearance, or course of dealing.

28.

ORAL MODIFICATION

28.1 This Agreement is intended to encompass the entire understanding between the parties. Any modification must be formalized in writing and signed by the parties to the Agreement. No oral modification will be deemed valid unless same is reduced to writing and incorporated into this Agreement.

29.

GENERAL PROVISIONS

29.1 The provisions of the Agreement shall only apply to those employees in the unit who are on the County payroll and actively work on or after the date of the execution of this Agreement but within the Agreement dates and those former employees whose employment was terminated by death or retirement prior to the date of execution of this Agreement.

30.

SEPARABILITY AND SAVINGS

30.1 If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority or court of competent jurisdiction to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement.

30.2

Upon request of either party, the parties agree to meet and renegotiate any provision so affected.

31.

TERMINATION

31.1 This Agreement shall be effective as of the first day of January 1996 and shall remain in full force and effect until the 31st day of December 1998. It shall be renewed from year to year thereafter unless either party shall give written notice of its desire to modify the Agreement. Such notice shall be made by certified mail or personal service by October 1st of any succeeding year.

In the event that such notice is given, negotiations shall begin not later than 90 days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

31.2

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their proper officers and attested to on the March 4, 1997.

ATTEST:

COUNTY OF MERCER



Lee Millas, Clerk  
Board of Chosen Freeholders



Robert D. Prunetti  
County Executive

ATTEST:

TEAMSTERS LOCAL NO. 102



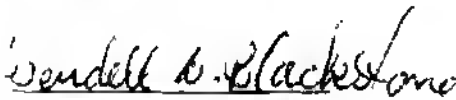
Robert Tatar  
Bargaining Committee



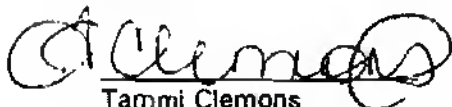
Jack Riley  
Secretary/Treasurer



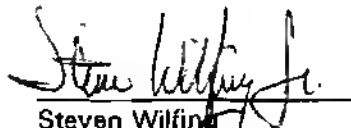
Eric Baldwin  
Bargaining Committee



Wendell Blackstone  
Bargaining Committee



Tammi Clemons  
Bargaining Committee



Steven Wilfong Jr.  
Bargaining Committee

APPENDIX A

Public Safety Professional Staff

Job Titles - Salary Range Codes

<u>TITLE</u>	<u>UNIT DESIGNATION &amp; SALARY RANGE CODE</u>	<u>HOURS OR WORK</u>
Classification Officer	@05	35
Counselor, Penal Institution	@05	35
Recreation Program Specialist	@03	35
Senior Counselor, Penal Institution	@07	35
Senior Youth Worker	@03	40
Social Worker	@05	35
Social Worker, Juvenile Rehabilitation	@05	35
Supervising Youth Worker *	@04	40
Teacher, Counselor Penal	@05	35
Teacher, Penal Institution	@05	35
Teacher, Penal Institution PT	@08	19
Teachers Aide	@03	35
Youth Worker	@02	40

\* This title is removed from this unit effective January 1, 1997.

APPENDIX B

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1996 COMPENSATION SCHEDULE - YOUTH DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	20,035	20,883	21,732	22,580	23,429	24,278	25,127	25,976	26,825	27,674
@03	20,900	22,061	23,222	24,383	25,544	26,705	27,866	29,027	30,188	31,349
@04	26,000	27,111	28,222	29,333	30,444	31,556	32,667	33,778	34,889	36,000
@05	23,798	25,094	26,391	27,687	28,983	30,280	31,576	32,873	34,169	35,466
@07	24,481	25,855	27,229	28,603	29,978	31,352	32,736	34,100	35,474	36,849

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1996 COMPENSATION SCHEDULE - CORRECTION & DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	20,536	21,405	22,275	23,144	24,015	24,885	25,755	26,625	27,496	28,435
@03	21,423	22,613	23,803	24,993	26,183	27,373	28,563	29,753	30,943	32,211
@04	26,650	27,789	28,928	30,066	31,205	32,345	33,484	34,622	35,761	36,990
@05	24,393	25,721	27,051	28,379	29,708	31,037	32,365	33,695	35,023	36,441
@07	25,093	26,501	27,910	29,318	30,727	32,136	33,554	34,953	36,361	37,862

APPENDIX B

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1997 COMPENSATION SCHEDULE - YOUTH DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	20,636	21,509	22,384	23,257	24,132	25,006	25,881	26,755	27,630	28,227
@03	21,527	22,723	23,919	25,114	26,310	27,506	28,702	29,898	31,094	31,976
@04	26,780	27,924	29,069	30,213	31,357	32,503	33,647	34,791	35,936	36,720
@05	24,512	25,847	27,183	28,518	29,852	31,188	32,523	33,859	35,194	36,175
@07	25,215	26,631	28,046	29,461	30,877	32,293	33,718	35,123	36,538	37,586

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1997 COMPENSATION SCHEDULE - CORRECTION & DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,152	22,047	22,943	23,828	24,735	25,632	26,528	27,424	28,321	29,004
@03	22,066	23,291	24,517	25,743	26,968	28,194	29,420	30,646	31,871	32,855
@04	27,450	28,623	29,796	30,968	32,141	33,315	34,489	35,661	36,834	37,730
@05	25,125	26,493	27,863	29,230	30,599	31,968	33,336	34,706	36,074	37,170
@07	25,846	27,296	28,747	30,198	31,649	33,100	34,561	36,002	37,452	38,619

APPENDIX E

PUBLIC SAFETY PROFESSIONAL STAFF

OCTOBER 1, 1997 COMPENSATION SCHEDULE - YOUTH DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	20,636	21,509	22,384	23,257	24,132	25,006	25,881	26,755	27,630	28,792
@03	21,527	22,723	23,919	25,114	26,310	27,506	28,702	29,898	31,094	32,616
@04	26,780	27,924	29,069	30,213	31,357	32,503	33,647	34,791	35,936	37,454
@05	24,512	25,847	27,183	28,518	29,852	31,188	32,523	33,859	35,194	36,899
@07	25,215	26,631	28,046	29,461	30,877	32,293	33,718	35,123	36,538	38,338

PUBLIC SAFETY PROFESSIONAL STAFF

OCTOBER 1, 1997 COMPENSATION SCHEDULE - CORRECTION & DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,152	22,047	22,943	23,828	24,735	25,632	26,528	27,424	28,321	29,584
@03	22,066	23,291	24,517	25,743	26,968	28,194	29,420	30,646	31,871	33,512
@04	27,450	28,623	29,796	30,968	32,141	33,315	34,489	35,661	36,834	38,485
@05	25,125	26,493	27,863	29,230	30,599	31,968	33,336	34,706	36,074	37,913
@07	25,846	27,296	28,747	30,198	31,649	33,100	34,561	36,002	37,452	39,391

APPENDIX B

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1998 COMPENSATION SCHEDULE - YOUTH DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,255	22,154	23,056	23,955	24,856	25,756	26,657	27,558	28,459	29,368
@03	22,173	23,405	24,637	25,867	27,099	28,331	29,563	30,795	32,027	33,268
@04	27,583	28,762	29,941	31,119	32,298	33,478	34,656	35,835	37,014	38,203
@05	25,247	26,622	27,998	29,374	30,748	32,124	33,499	34,875	36,250	37,637
@07	25,971	27,430	28,887	30,345	31,803	33,262	34,730	36,177	37,634	39,105

PUBLIC SAFETY PROFESSIONAL STAFF

JANUARY 1, 1998 COMPENSATION SCHEDULE - CORRECTION & DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,787	22,708	23,631	24,543	25,477	26,401	27,324	28,247	29,171	29,584
@03	22,728	23,990	25,253	26,515	27,777	29,040	30,303	31,565	32,827	33,512
@04	28,274	29,482	30,690	31,897	33,105	34,314	35,524	36,731	37,939	38,485
@05	25,879	27,288	28,699	30,107	31,517	32,927	34,336	35,747	37,156	37,913
@07	26,621	28,115	29,609	31,104	32,598	34,093	35,598	37,082	38,576	39,391



APPENDIX B

PUBLIC SAFETY PROFESSIONAL STAFF

OCTOBER 1, 1998 COMPENSATION SCHEDULE - YOUTH DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,255	22,154	23,056	23,955	24,856	25,756	26,657	27,558	28,459	29,955
@03	22,173	23,405	24,637	25,867	27,099	28,331	29,563	30,795	32,027	33,933
@04	27,583	28,762	29,941	31,119	32,298	33,478	34,656	35,835	37,014	38,967
@05	25,247	26,622	27,998	29,374	30,748	32,124	33,499	34,875	36,250	38,390
@07	25,971	27,430	28,887	30,345	31,803	33,262	34,730	36,177	37,634	39,887

PUBLIC SAFETY PROFESSIONAL STAFF

OCTOBER 1, 1998 COMPENSATION SCHEDULE - CORRECTION & DETENTION CENTER

<u>RANGE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
@02	21,787	22,708	23,631	24,543	25,477	26,401	27,324	28,247	29,171	30,176
@03	22,728	23,990	25,253	26,515	27,777	29,040	30,303	31,565	32,827	34,182
@04	28,274	29,482	30,690	31,897	33,105	34,314	35,524	36,731	37,939	39,255
@05	25,879	27,288	28,699	30,107	31,517	32,927	34,336	35,747	37,156	38,671
@07	26,621	28,115	29,609	31,104	32,598	34,093	35,598	37,082	38,576	40,179

